

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Environmental Planner (Generalist)	Central Region Environmental	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
	906-156-4711-XXX	

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the general direction of a Senior Environmental Planner, the Associate Environmental Planner (Generalist) prepares, processes and reviews the most complex environmental documents and manages consultant contracts. This may involve leading a team supporting these activities. This position is part of a Regional setting so the Incumbent may be assigned projects located in any of the Central Region districts. Occasional travel and overnight stays will be required. A valid California driver's license is required.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
40%	E	Prepares, reviews and processes environmental documents mandated by state and federal laws and regulations. Assesses the environmental impacts of transportation projects and formulates mitigation measures. Conducts peer reviews for Caltrans environmental documents. Conducts field and office research to identify and evaluate community and environmental effects of transportation projects for the preparation of environmental documents. Prepares scoping documents for planning purposes. Leads the environmental team in the development of project descriptions, schedules and risk registers. Coordinate with project managers, Design and other Caltrans divisions. Coordinates with other agencies. Review plans, specifications and estimates (PS&E) to ensure all environmental commitments are included or have been addressed. Conduct constructibility reviews for projects in PS&E. Review and prepare non-standard specifications.
20%	E	Oversees projects sponsored by other agencies and assist consultants throughout the project development process. Reviews consultant prepared documents.
10%	E	Prepares and executes consultant task orders and cost estimates for studies or document preparation that cannot be performed by staff within Caltrans. Manage task orders, review consultant products and reports, and analyze and approve invoices.
10%	E	Maintains and updates project status information in the Caltrans environmental database. Performs task management by monitoring project schedule and resources. Maintains the environmental administration record.
5%	M	Conducts administrative duties such as writing letters to the public and public agencies, coordinating mass mailing and coordinating reproduction of documents.
5%	M	Review of and participation in Caltrans and other agencies' activities and documents not related directly to the preparation of environmental documents.

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None. The Associate Environmental Planner (Generalist) may serve as a leadworker on interdisciplinary teams for specific projects.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of:

Extensive familiarity with environmental laws, regulations, and processes

Familiarity with the Caltrans Project Development process and related planning issues

State and Federal laws and regulations relating to environment

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State, local and regional governmental organizations as they relate to environmental planning
The social sciences, natural sciences or environmental design arts
Trends in Federal, State and local environmental assessment and mitigation reports, impact statements, and/or negative declarations
General principles and techniques of research and statistical analysis
Methods and techniques of evaluation of environmental impacts
Various types of public facilities and how they service the community

Ability to:

Analyze environmental situations accurately
Gather and analyze data
Prepare written reports
Work effectively with others as an interdisciplinary team member
Conduct interviews for data gathering
Apply general techniques of insuring participation in the planning process
Coordinate environmental planning, research, and analysis of proposed projects
Make an assessment of an existing environment
Establish and maintain cooperative relationships within the District and Caltrans, and with the public and outside agencies

Analytical Skill in:

Performing increasingly responsible and varied assignments under decreasing degrees of supervision
Understanding and applying those aspects of federal, state and local laws, regulations, policies, procedures and standards pertaining to the planning process
Interpreting maps, site and building plans and specifications, graphs and statistical data
Researching, analyzing, and summarizing planning data both manually and with basic computer programs
Preparing clear visual displays, such as maps, graphs, and illustrations
Making clear and persuasive presentations of ideas; preparing clear, concise and complete technical documents, reports, correspondence and other written materials

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Associate Environmental Planner (Generalist) independently makes decisions relative to the collection and analysis of data and report content. The incumbent makes recommendations regarding scope of study, level of detail, method of impact analysis, impact evaluation factors, mitigation plans, and the commitment of branch resources. Failure to identify issues early and bring these to the attention of the supervisor can result in project delay or cost increases. Errors may delay project clearances or require that work be redone.

Incumbent is responsible for his/her actions, decisions, quality of work, and proper use of State time, equipment and materials. Improper performance of duties and/or failure to adhere to established policies, procedures and guidelines could lead to adverse action and possible termination.

PUBLIC AND INTERNAL CONTACTS

The incumbent will work closely with other Environmental staff, Project Managers and engineering staff to ensure timely project delivery. As required, the Incumbent will work with headquarters and other functional units, as well as staff from local, state and federal agencies. Some contact with the public may be required. In these and all interactions, it is expected that the Incumbent will represent Caltrans in a professional and cooperative manner.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

May be required to sit for long periods of time while using a computer. May be required to move large or cumbersome report and/or equipment. While performing field reviews, employee may be required to work on uneven terrain, lift, carry, bend, kneel and stoop. The workload is subject to frequent, substantial, and unexpected changes. Must be able to organize, prioritize, concentrate for long periods of time, formulate effective strategies, multi-task, adapt to changes in priorities, and complete complex tasks or projects with short notice. Must quickly grasp new information and comprehend technical policy and procedural documents.

WORK ENVIRONMENT

Work will be done in a climate-controlled office under artificial lighting. While in the field, the Incumbent may be exposed to a variety of hazardous and/or unpleasant field conditions, including wet, rainy, cold or hot weather. Hard hat, safety

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vest or approved safety shirt, and eye protection must be worn at all times in the field. Occasional overtime, travel, and overnight stays will be required. can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE